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|---|--|--------------------------------------|-----------------------------------|---|------------------------|---|--|--|--|-------------|--|
| SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30. | | | 1 REQUISITION NUMBER A21916005 | | PAGES 1 OF (2) PAGE(S) | | | | | | |
| 2 CONTRACT NO GS-06F-0627Z | | 3 AWARD/EFFECTIVE DATE 09/27/2018 | | 4 ORDER NUMBER 47QFDA18F0063 | | 5 SOLICITATION NUMBER ID11180060 | | 6 SOLICITATION ISSUE DATE | | | |
| 7 FOR SOLICITATION INFORMATION CALL: | | a NAME | | | | b TELEPHONE NUMBER (No Collect Calls) | | 8 OFFER DUE DATE/ LOCAL TIME | | | |
| 9 ISSUED BY GSA Region 11 Daniel R Miller 301 7th St SW WASHINGTON, DC 20407-0001 United States (703) 605-3198 | | | | 10 THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIC: SIZE STANDARD: | | 11 DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED Destination | | 12 DISCOUNT TERMS NET 30 DAYS / 0 00 % 0 DAYS / 0 00 % 0 DAYS | | | |
| | | | | | | <input type="checkbox"/> 13a THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) | | | | | |
| | | | | | | 13b RATING | | | | | |
| | | | | | | 14 METHOD OF SOLICITATION RFP | | | | | |
| 15 DELIVER TO Pamela L Prince Arlington Hall Station, Bldg 2, J31 111 South George Mason Drive Arlington, VA 22204 United States 703-607-0875 | | | | 16 ADMINISTERED BY Daniel R Miller (703) 605-3198 | | | | | | | |
| 17a CONTRACTOR/ OFFEROR Vinnie Q Tran FEDERAL ACQUISITION SERVICES ALLIANT, JOINT VENTURE LLC 11750 BELTSVILLE DRIVE, STE 300 BELTSVILLE, MD 207054044 United States 240-260-4040 | | | | 18a PAYMENT WILL BE MADE BY General Services Administration (FUND) The contractor shall follow these Invoice Submission Instructions . The contractor shall submit invoices electronically by logging into the ASSIST portal (https://portal.fas.gsa.gov), navigating to the appropriate order, and creating the invoice for that order. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission). | | | | | | | |
| 17b <input type="checkbox"/> CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER | | | | 18b SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED | | | | | | | |
| 19 ITEM NO | | 20 SCHEDULE OF SUPPLIES/SERVICES | | 21 QUANTITY | | 22 UNIT | | 23 UNIT PRICE | | 24 AMOUNT | |
| ITEM NO | | TASK ITEM DESCRIPTION | | | | PREVIOUS MOD AMT | | MOD CHANGE AMT | | NEW MOD AMT | |
| 0001 | | Base Period Firm Fixed Price CLINs | | | | (b) (4) | | | | | |
| 0002 | | Base Period Labor Hour CLINs | | | | | | | | | |
| 0003 | | Base Period Travel | | | | | | | | | |
| 0004 | | Base Period CAF | | | | | | | | | |
| 1 This award is in support of the National Guard Bureau for IT Strategic and Implementation Services | | | | | | | | | | | |
| FASA's technical and price quote dated August 21, 2018 are accepted as to all items | | | | | | | | | | | |
| 2 The period of performance will be a 1-year base period with four (4) 1-year option periods | | | | | | | | | | | |
| Base: 9/27/2018 - 9/28/2019 Option Period 1: 9/27/2019 - 9/28/2020 Option Period 2: 9/27/2020 - 9/28/2021 Option Period 3: 9/27/2021 - 9/28/2022 Option Period 4: 9/27/2022 - 9/28/2023 | | | | | | | | | | | |
| The ceiling value of this Task Order is \$8,860,012.00 if all options are exercised | | | | | | | | | | | |
| 3 Funds are obligated to the base year on a FFP/LH basis as follows: FFP CLINs CLIN 0001 Task 1 - PM Support (b) (4) CLIN 0002 Task 2 - Senior Level Strategic Planning (b) (4) CLIN 0003 Task 5 - Shared Situational Awareness Support (b) (4) CLIN 0004 Task 6 - J6/CIO Executive Administrative Support (b) (4) | | | | | | | | | | | |
| NTE Labor Hour CLINs CLIN 0005 Task 3 - Cloud Migration (b) (4) | | | | | | | | | | | |
| NTE CR CLINs CLIN 0006 Travel (b) (4) CLIN 0007 Contract Access Fee (b) (4) | | | | | | | | | | | |
| Total Base Year obligated amount: (b) (4) | | | | | | | | | | | |
| The total amounts for the option period are as follows: Option Year 1 (b) (4) Option Year 2 (b) (4) Option Year 3 (b) (4) | | | | | | | | | | | |

| | | | | |
|--|-------------------|--|---|--|
| Option Year 4 (b) (4) | | | | |
| 25 ACCOUNTING AND APPROPRIATION DATA 285F Q11FA000 AA20 25 AF151 H08 | | | 26 TOTAL AWARD AMOUNT (For Govt. Use Only) \$1,697,169 00 | |
| <input type="checkbox"/> 27a SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52 212-4 FAR 52 212-3 and 52 212-5 ARE ATTACHED ADDENDA ATTACHED <input checked="" type="checkbox"/> 27b CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52 212-4 FAR 52 212-5 IS ATTACHED ADDENDA N ATTACHED | | | | |
| 28 CONTRACTOR IS NOT REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE <input type="checkbox"/> CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN | | | 29 AWARD OF CONTRACT: ID11180060 REFERENCE OFFER DATE 08/21/2018 YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: | |
| 30a SIGNATURE OF OFFEROR/CONTRACTOR | | 31a UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Daniel R Miller | | |
| 30b NAME AND TITLE OF SIGNER (Type or print) | 30c DATE SIGNED | 31b NAME OF CONTRACTING OFFICER (Type or print) Daniel R Miller (703) 605-3198 | | 31c DATE SIGNED 09/27/2018 |
| 32a QUANTITY IN COLUMN 21 HAS BEEN | | 32b SIGNATURE OF AUTHORIZED GOVT REPRESENTATIVE | | 32c DATE |
| 32d PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | 32f TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | |
| 32e MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | 32g E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | |
| 33 SHIP NUMBER | 34 VOUCHER NUMBER | 35 AMOUNT VERIFIED CORRECT FOR | 36 PAYMENT | |
| 37 CHECK NUMBER | | 38 S/R ACCOUNT NUMBER | 39 S/R VOUCHER NUMBER | 40 PAID BY |
| 41a I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT | | 42a RECEIVED BY (Print) | | |
| 41b SIGNATURE AND TITLE OF CERTIFYING OFFICER GSA Finance Customer Support 816-926-7287 | 41c DATE | 42b RECEIVED AT (Location) | | |
| | | 42c DATE REC'D (YY/MM/DD) | 42d TOTAL CONTAINERS | |
| AUTHORIZED FOR LOCAL REPRODUCTION | | SEE REVERSE SIDE FOR OMB CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT | | STANDARD FORM 1449 (REV 4-2002) Prescribed by GSA - FAR (48 CFR) 53.212 |

SECTION C – DESCRIPTION/SPECIFICATIONS/PERFORMANCE WORK STATEMENT

C.1 BACKGROUND

The Joint Continental Communication Support Environment (JCCSE) established in 2005, enables the reliable and timely flow of key information to support State and Federal military activities, routine and otherwise, required for Homeland Defense (HLD) Defense Support to Civil Authorities (DSCA), and other Domestic Operations (DOMOPS) mission needs.

The National Guard Bureau (NGB) establishes procedures, provides resources and guidance, and makes recommendations on all subjects for supporting joint military, Combatant Command (COCOM), interagency, intergovernmental, and Joint Force Headquarters-State (54 JFHQ-State) preparation, response, coordination, and recovery for the Homeland Defense HD and Civil Support mission.

C.1.1 PURPOSE

This PWS describes the services the contractor will provide the NGB Directorate for Command, Control, Communications, and Computers (C4), Chief Information Officer (CIO). The primary focus is to advance JCCSE concepts and its relationship to the Domestic Operations (DOMOPS) operational capability within the National Guard (NG).

The primary objective of this initiative is to develop and recommend to NGB J6 CIO Senior Leadership a Strategic plan (5-10yrs) that outlines where the NG should be in the next 10 years. This plan will be illustrated in an as-is and to-be enterprise architecture, with the intent to transition the NG Domestic Operations enterprise from its current state to a future state. This future state would garner IT efficiencies, enhance interoperability, improve geospatial information sharing, and increase mission effectiveness between the NGB, the 54 JFHQ-State locations (hereinafter the “54”), Federal, State, Local and Tribal mission partners.

C.1.2 AGENCY MISSION

The NGB-J6/Chief Information Officer (CIO) advises the Chief of the National Guard Bureau (CNGB) on C4 and cyber capability requirements and advocates on behalf of the NGB Joint Staff and the 54 JFHQ-State to deliver capabilities that enable the Guard to conduct Domestic Operations. Its mission is to support Information Technology (IT) policy, plans, strategy, management, and resourcing that shape and maintain effective IT capabilities across strategic, operational, and tactical levels while operating in the Joint, Domestic, and Mission Partner domains.

C.2 CURRENT ENVIRONMENT

C.2.1 NG ORGANIZATION STRUCTURE

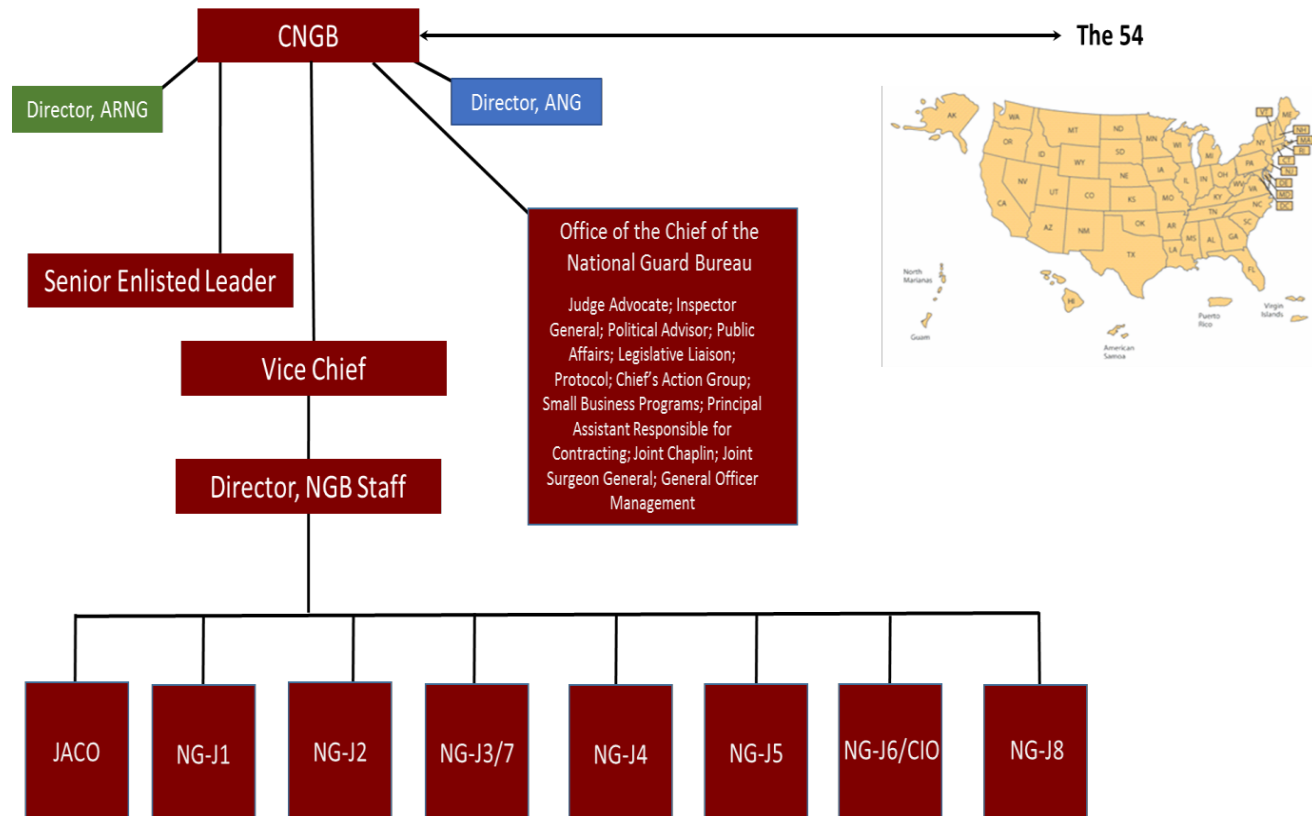


Figure 1 NG Organizational Structure

C.2.2 SHARED SITUATIONAL AWARENESS

Currently the NG lacks the ability to dynamically share information across the spectrum of Mission Partners in the Domestic Operations Mission Area. Today the “54” use disparate systems that do not dynamically share information with the NGB Program of Record, and the Joint Information Exchange Environment, resulting in the need to make redundant manual data entries. There is also a lack of dynamic sharing of data among the DoD, Non-DoD Federal Mission Partners as well at the State, Local and Tribal levels.

C.2.2.1 SSA GAPS

Figure 1 depicts 5 known Gaps in SSA as identified by the five yellow star bursts. Gap 1 is the lack of ability to dynamically share information at the Strategic level among the NGB, DoD and Non-DoD mission partners. Gap 2 is the lack of ability to share information between the NGB and the “54”. Gap 3 is the lack of information sharing ability at the Operational level between the “54” and State agencies. Gap 4 is the lack of information sharing ability between the JFHQ-State and Incident level commanders and civil response partners. Finally Gap 5 is lack of information sharing at the Tactical level between incident level commanders and NG first responders.

Domestic Operations Operational View with Mission Partners

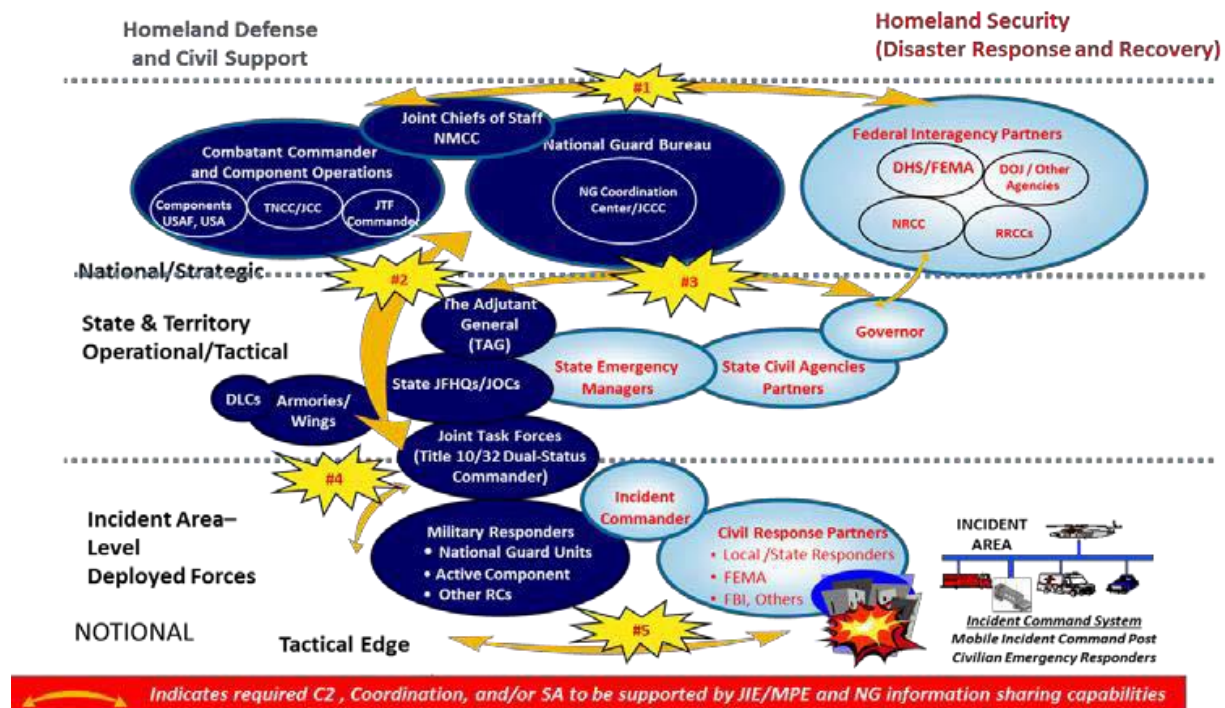


Figure 2 Current SSA Gaps

C.3 SCOPE

To support their mission, the NGB-J6/CIO has a requirement for contractor support to provide IT services to: (a) transform its business processes to meet current and future organizational goals and objectives; (b) advance strategic IT initiatives to include migration to a milcloud environment. milCloud is an Infrastructure as a Service (IaaS) solution that leverages a combination of mature Commercial off the Shelf (COTS) and government developed technology to deliver cloud services tailored to the needs of the DoD; and (c) develop material and non-material solutions that provide Shared Situational Awareness (SSA) at the strategic, operational, and tactical levels of a domestic response. The intent of this work is to bring the National from an initial operational capability to a full operational capability by transitioning the NGB enterprise to federate with its DoD and Non-DoD mission partners.

C.4 TASKS

C.4.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Performance Work Statement (PWS)

C.4.1.1 SUBTASK 1 – COORDINATE A PROJECT KICK-OFF MEETING

The contractor shall schedule, coordinate, and host a Project Kick-Off Meeting at the location approved by the Government. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide

SECTION C – DESCRIPTION/SPECIFICATIONS/PERFORMANCE WORK STATEMENT

the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include contractor personnel, relevant Government customer personnel, and the GSA COR.

C.4.1.2 SUBTASK 2 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)

The contractor shall document all support requirements in a PMP. The contractor shall provide the Government with a draft PMP on which the Government will make comments. The final PMP shall incorporate the Government's comments.

The PMP shall:

- a. Describe the proposed management approach.
- b. Contain detailed Standard Operating Procedures (SOPs) for all tasks.
- c. Include milestones, tasks, and subtasks required in this TO.
- d. Provide for an overall Work Breakdown Structure (WBS) with a minimum of three levels and associated responsibilities and partnerships between Government organizations.
- e. Describe in detail the contractor's approach to risk management under this TO.
- f. Describe in detail the contractor's approach to communications, including processes, procedures, communication approach, and other rules of engagement between the contractor and the Government.
- g. Include the contractor's Baseline QCP.

C.4.1.2.1 SUBTASK 2.1 – UPDATE THE PROJECT MANAGEMENT PLAN (PMP)

The PMP is an evolutionary document that shall be updated quarterly at a minimum. The contractor shall work from the latest Government-approved version of the PMP.

C.4.1.3 SUBTASK 3 – PREPARE A MONTHLY STATUS REPORT (MSR)

The contractor shall develop and provide an MSR which is due on the 10th calendar day and shall include the following elements:

- a. Contractor's name and address, Contract number and CLIN number
- b. Date of report, Period covered by report.
- c. Activities during reporting period, by task (include on-going activities, new activities, and activities completed, and progress to date on all above mentioned activities). Each section shall start with a brief description of the task.
- d. Man-hours expended by task for the reporting period, and cumulatively during the contract.
- e. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- f. Personnel gains, losses, and status (security clearance, etc.).
- g. Government actions required.
- h. Description of progress made during period reported, including problem areas encountered and recommendations.
- i. Plans for activities during the following period.
- j. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).

- k. Summary of trips taken, conferences attended, etc. (attach Trip Reports to the MSR for reporting period).
- l. Accumulated invoiced cost for each CLIN up to the previous month.

C.4.1.4 SUBTASK 4 – CONVENE TECHNICAL STATUS MEETINGS

The contractor PM shall convene a monthly Technical Status Meeting with the TPOC and other Government stakeholders. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the TPOC.

C.4.1.5 SUBTASK 5 – QUALITY CONTROL PLAN (QCP)

The contractor shall provide a draft Quality Control Plan (QCP) as required in Section F. The final QCP shall incorporate the Government's comments. The contractor shall periodically update the QCP, as changes in program processes occur. At minimum, the QCP shall be reviewed and updated once a year.

Within the QCP, the contractor shall identify its approach for providing quality control in meeting the requirements of the TO. The contractor's QCP shall describe its quality control methodology for accomplishing TO performance expectations and objectives. The contractor shall fully discuss its validated processes and procedures that provide high quality performance for each Task Area. The QCP shall describe how the processes integrate with the Government's requirements.

C.4.2 TASK 2 – SENIOR LEVEL STRATEGIC PLANNING

Guided by Federal Government and Industry best practice methodologies, the contractor shall provide research and analysis on existing Strategic Plan and other related document and make recommendations on short and long-term strategic planning regarding new policies and their impact on existing programs and systems, employment of new technologies operational considerations and security issues regarding NG response to domestic emergencies. Provide coordination, support and deliverables related to emergent initiatives with focus on sharing of business process expertise, continuous improvement and organizational effectiveness.

The Government will provide the contractor the current 2018 Strategic Plan to conduct analysis. The Results of the analysis will lead to a 500 day implementation plan. The contractor shall support the senior levels of the organization to shape IT strategy recommendations and approaches. This analysis and recommendations shall enhance the NG J6/CIO and NG's ability to position it to develop and sustain enduring capabilities, which maximize survivability and minimize vulnerabilities.

The Contractor shall:

- a. Provide support to develop a near term 500 day implementation plan to which can be used by the NGB-J6, Joint Staff (JS), and the 54 JFHQ's as near-term guidance in support of the strategic way ahead. The plan shall include a measurement matrix that NGB can use to monitor and assess the completeness of the agencies status within the implementation plan. Once the plan is created, the plan shall be updated annually. In addition, the contractor shall provide monthly status updates on the current standing of NGB and continuously capture emergent requirements,

incorporating them into the plan as necessary.

- b. Provide support to develop a long term (5-10 year) NG Strategic IT Plan which will better position the National Guard to support DoD long term strategic IT plan. The plan shall be updated annually incorporating new emergent requirements as they become available.

C.4.3 TASK 3 – CLOUD MIGRATION PLANNING

The Contractor shall develop a migration plan for NG applications and services in a systematic manner to take advantage of cloud computing benefits while applying risk adverse principles to avoid distributions to ongoing operations. The Contractor shall thoroughly assess existing NG enterprise applications and services to determine their suitability and readiness to be migrated. The Contractor shall develop a general migration technical approach and roadmap, which specific applications or systems migrations will use as a template.

The Contractor shall develop a migration technical approach at the enterprise level, considering any applications integration, security, and privacy, as well as any dependencies or exposure to proprietary vendor technologies. The Contractor shall develop systematic criteria to prioritize candidate applications and systems migrating to the cloud. The Contractor shall also develop steps to decommission legacy applications or systems.

The Contractor shall:

- a. Utilize industry best practices to conduct an inventory of Agency IT assets to provide NGB with a comprehensive view of applications, infrastructure and security.
- b. Create a migration plan that documents the strategy for migrating NGB Joint systems and mission critical JFHQ-State systems/programs to the milCloud. The plan shall include a Cloud Migration Process Diagram that outlines and solidifies migrating NGB Critical systems and those identified by the 54 JFHQ-State to the milCloud. The plan shall maximize cost reduction and identify constraints and inhibitors to cloud migration. In addition, it must include a snapshot of state systems accreditation status and a decommission plan for the legacy applications or systems. The plan shall be updated every six months incorporating lessons learned from the ongoing migration efforts.
- c. Document the Configuration Management process for the NG cloud environment. This process will outline how the system owners and the cloud service provider will interface and conduct routine operations. The process shall also cover continuous monitoring functions and change management functions. Document shall be updated annually during the option periods.
- d. Document the NG milCloud Enterprise Architecture in accordance with Department of Defense Architecture Framework (DoDAF) Version 2.0.
- e. Document the “54 JFHQ-State” Current Architecture into the “NG Enterprise .mil Cloud” Architecture, in accordance with DoDAF Framework Version 2.0. Architecture updated annually.

C.4.4 TASK 4 (ONLY FOR OPTION YEARS) – CLOUD MIGRATION SUPPORT

The Contractor shall provide engineering and new technologies implementation. The Contractor shall provide process innovations that depart from the existing technical architecture. The Contractor shall decommission legacy applications or systems as they become apparent.

The Contractor shall:

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- a. Provide technical support for migration of the 54 JFHQ-State applications, data, and other resources to the cloud. This includes migration support to ensure successful migration to the each of the 54 JFHQ-States while minimizing service disruptions. Once applications, data, and other resources are fully migrated and operational, the Government will resume responsibility of sustainment and maintenance.
- b. Capture and integrate the architecture of each migrated 54 JFHQ-States in accordance with the Department of Defense Architecture Framework Version 2.0 into the Enterprise Architecture.
- c. Provide a communication plan for all affected parties of the migration(s) to ensure end-user adoption, successful organizational process changes, and alignment with DoD's policies, requirements and goals.

C.4.5 TASK 5 – SHARED SITUATION AWARENESS

The contractor shall advise Government personnel on the current state of Situational Awareness (SSA) by conducting a Gap Analysis of the current state of information sharing at the strategic, operational and tactical levels.

The Contractor shall:

- a. Conduct a GAP Analysis of the current state of SSA throughout the NG and mission partners. The Gap analysis shall be updated annually.
- b. Provide continual recommendations (technology, methods and COTS solutions) for potential solutions to fill the identified Gaps in the automated, near-real time and dynamic sharing of data and Geospatially based information developed in the current disparate systems in use in the 54 JFHQ-States and mission partners at all levels.
- c. Provide continual recommendations on the course of action for the creation of the NG Enterprise Information Sharing Environment, the single point for inter and intra agency collaboration across the Strategic, Operational and tactical (including to the Tactical Edge) levels as depicted in Section C.2.2.1.
- d. Document the current and desired end state of SSA Architectures in accordance with DODAF version 2.0.

C.4.6 TASK 6 – J6/CIO EXECUTIVE ADMINISTRATIVE SUPPORT

The Contractor will assist in the preparation of and facilitation of technical meetings. Tasks include capturing agendas, scheduling meeting facilities, taking minutes, and scheduling participants. Prepare presentations and reports for NGB J6/CIO management regarding status of NGB J6/CIO programs and investments. Assist in management of staff calendars, escorting visitors, answer office phones, and assorted clerical duties. Serve as the CIO Division Knowledge Manager and SharePoint Administrator.

The Contractor shall:

- a. Facilitate technical meetings by scheduling facilities, taking minutes and inviting participants.
- b. Develop a CIO Knowledge Management Plan
- c. Manage the CIO Knowledge Management Program.
- d. Manage the NGB J6/CIO, CIO Division SharePoint site and provide monthly SharePoint Status report. Updates and revisions to the site shall be made as required.

- e. Attend monthly meetings and provide an executive summary.

C.4.7 TASK 7 – TRANSITION-OUT

The contractor shall maintain complete documentation that is 100% assessable to the designated Government representatives via a web portal or some other method directed by the Government. The contractor shall overlap with the incoming contractor during the transition out period, work with Government personnel and the incoming contractor to transfer all knowledge, information and documentation for all projects and tasks related to this task order. At all times during the transition-out period, the contractor must exhibit professional conduct and work hand-in-hand with the incoming contractor to provide for a successful transition-out. The contractor shall submit a Draft Transition-Out Plan and a Final Transition-Out Plan in accordance with the deliverable table. The Final Transition-Out Plan must include all pertinent information for a successful transition, to include at a minimum:

- a. Project management processes
- b. Points of contact
- c. Location of technical and project management documentation
- d. Status of ongoing technical initiatives
- e. Appropriate contractor to contractor coordination to ensure a seamless transition
- f. Schedules and milestones
- g. Document operational baseline
- h. Actions required of the Government.
- i. Effective communication with the incoming contractor
- j. A final invoice and close-out schedule with the dates and actions to be completed for TO close-out

C.4.8 ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the (insert component) via a secure data collection site: the Enterprise Contractor Manpower Reporting Application (ECMRA). The contractor shall completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>.

Reporting inputs will be for the labor executed during the period of performance during each Government Fiscal Year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the support desk at: <http://www.ecmra.mil/>.

Contractors may use Extensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the web.